



Grants Technical Assistant

The California Institute for Regenerative Medicine (CIRM) is the state agency established under the California Stem Cell Research and Cures Act which provides \$3B in funding for stem cell research at California universities and research institutions. CIRM's role is to administer grants and loans for stem cell research, research facilities and other important stem cell opportunities.

Under the direction of the Senior Review Officer, the incumbent provides support for the broad scope of functions of the Science Office, including but not limited to the process of application review, scientific program activities such as workshops, and the general support of scientific staff.

Qualifications:

- BA/BS degree and two years of experience performing related work or an equivalent combination of education and experience
- Communicate effectively in English including excellent knowledge of grammar, spelling, and punctuation.
- Experience with Microsoft Office software including Word, Excel and PowerPoint as well as Adobe Acrobat Professional.
- Ability to learn and work effectively with web-based in-house grants management software.
- Ability to work effectively with others and as part of a team; establish and maintain effective professional working relationships with broad array of executives and professionals such as ICOC board members, Grants Working Group scientists, applicants, grantees and the general public in the course of day to day work
- Ability to establish meeting schedules and to independently note and follow-up on commitments made at meetings.
- Work in a rapidly changing environment with continuously evolving priorities and under tight deadlines
- Able to logically plan, organize and prioritize work in consultation with manager.

Salary Range and Benefits:

The salary range for this position is \$ \$43,148-\$64,617 annually. The salary offered will be commensurate with the candidate's skills, knowledge and experience.

CIRM offers a competitive compensation package. See the following website for more detailed benefit information <http://www.dpa.ca.gov/benefits/employeebenefits.shtm> .

The position is open until a suitable candidate is found.

How to apply: Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=1814> to: jobs@cirm.ca.gov preferably or mail to 210 King Street San Francisco, CA 94107.



CIRM is an Equal Opportunity Employer and committed to a diverse workforce.